

THE JACKSON COUNTY 4-H HORSE COUNCIL

**Bylaws
Adopted 2004
Revised 2023**

ARTICLE I

Organization

- Section A: The name of this organization shall be The Jackson County 4-H Horse Council herein referred to as Council.
- Section B: The purpose of this organization is to further the work of Michigan State University Extension in the 4-H Horse and Pony project area to provide young people valuable learning experiences and an appreciation of horses, ponies, and other equines.
- Section C: The Jackson County 4-H Horse Council will exist under the Jackson County 4-H Council and the MSU Extensions policies and guidelines.

ARTICLE II

Membership Qualifications

- Section A: All 4-H Horse project leaders, members and the parents or legal guardians of members, who are properly registered in 4-H through the Jackson County MSU Extension are members of this Council.

ARTICLE III

Meetings

- Section A: The fiscal year of this Council shall start on the first day in October and end the last day in September.
- Section B: The regular meeting of the Council shall be the second Monday of each month except for August, which will be held the first Monday after fair.
- Section C. Order of Business:
1. Call to order
 2. Pledges
 3. Presentation and Acceptance/Denial of Secretary's Report
 4. Presentation and Placing on File of Treasurer's Report, Presenting of Bills
 5. Old/Unfinished Business
 6. Committee Reports
 7. Communications
 8. 4-H Council
 9. Club Reports
 10. Other

Section D: The rules contained in Roberts Rules of Order shall be used as a guideline for the Jackson County 4-H Horse Council in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws and Policies and Procedures of the Horse Council. Meetings shall use Roberts Rules of Order as a guideline. The condensed version of Roberts Rules of Order is available through the MSU Extension Office.

Section E. Officers, leaders, volunteers, parents, and youth are expected to attend. If unable to attend, a representative from their club should be in attendance.

Section F. Meetings will be held in person when feasible but may be moved to either virtual or a hybrid model when necessary. Virtual is when everyone meets virtually, or hybrid is where participants may join either in person or virtually.

ARTICLE IV

Officers, Election & Duties

Section A: Officers of the Jackson County 4-H Horse Council shall be the Co-Project Superintendents, Secretary and Treasurer.

Section B: To be eligible for an office, a horse council member must be a GOLD level volunteer and have attended at least half of the meetings during the previous year. Unless agreed upon by a two-thirds (2/3) vote of the voting members present during the meeting at which nominations are taken.

Section C: Request for nominations for officers will be taken at the September meeting with elections held at the October meeting. If no nominations are set forth at September meeting, nominations will be carried over to October meeting followed by the election. Terms of office will be for 2 years with one Co-project superintendent and the treasurer being elected in even years and the other co-project superintendent and the secretary being elected in the odd years.

1. Nominations for co-project superintendents shall not be from the same club, serving at the same time. (Unless the position otherwise would go unfilled.)
2. All officers will have a maximum of three (3) full consecutive terms each of the perspective positions, with a one (1) year gap before they can be eligible to hold the same position.

Section D: **Co-Project Superintendents**
The Co-Project Superintendents shall be the presiding officers/facilitators. They shall call for volunteers or may appoint volunteers to be committee chairs, oversee committees and shall be

considered the official representatives of the Council whenever needed in that capacity. The Co-Project Superintendents shall be empowered to sign all checks for disbursement of money.

Secretary

The Secretary shall keep a record of the minutes of all meetings, answer correspondence, may post or mail notices, and may take roll. A copy of the minutes shall be sent to the Extension 4-H Youth Educator at the MSU Extension Office within fourteen (14) days and will be available upon request. Minutes will also be available at each meeting. The Secretary is also responsible for preparing and submitting to the Extension office any amendments and/or additions to the 4-H Horse & Pony Project Leaders Manual.

Treasurer

The Treasurer shall keep a record of receipts and expenditures and shall be empowered to sign all checks for disbursements of money for this Council. All checks shall have two signatures. In addition, the Treasurer will collect and take charge of all monies, produce receipts to donors, give a financial report and have copies available at the monthly meetings of this Council, the Treasurer shall present the books to the audit committee for review in November. The audit committee should consist of three of the following: minimum of one Officer, one Horse Project Leader and a MSU Extension staff member. The audit committee should report at the December meeting. The Treasurer is required to submit a record of all receipts and bank statements and to also provide an annual financial report to the Jackson County Extension Office (no later than November 1) in accordance with the policy set forth by the MSU 4-H Youth Programs.

ARTICLE V

Quorum and Voting

- Section A: Representation by half of the clubs at any meeting of the Council shall constitute a quorum for the transaction of any business.

- Section B In order to be eligible to vote, a club representative must have been in attendance a minimum of six (6) meetings of this council during the previous twelve (12) months. Each properly registered member of eligible clubs shall have one vote.

- Section C A council member from new clubs must attend a minimum of three (3) meetings. After three (3) meetings attendance quota has been reached all properly registered members of the new club shall have one vote. Previous council members who form a new club must meet the requirements in section B of this article to be eligible to vote.

ARTICLE VI

Committees and Appointments

- Section A: The Co-Project Superintendents shall call for volunteers or may appoint from the Council to be committee chairs and committee members and shall be ex-officio members of all committees. Council strongly recommends 2 chairs per committee.
- Section B: Suggested standing committees:
Audit/Budget
Rose City
Hippology
State Horse Jamboree (Horse Judging, Hippology and Horse Bowl Teams)
Achievement
Clinic
Mini-Clinic
Benefit Show
Speed Show
Tack Sale
Fair, Horse Game Day
Fair
Royal
Volunteer Hours
Camp Clean Up
Policies and Procedures
Technology
Special Needs/Disability Awareness
Sponsor
- Section C: Special committees can be called for by the co-superintendents as needed and shall call for volunteers or may appoint as stated in Section A of this article.

ARTICLE VII

Amendments

- Section A: The constitution and by-laws should be evaluated for review by the presiding officers on an annual basis 30 days prior to November 1st of each calendar year. A committee shall be appointed if needed to consider any changes to the current constitution and by-laws. Proposed changes shall be presented at the next regularly scheduled Horse Council Meeting with voting action occurring at the subsequent scheduled Horse Council Meeting. All proposed changes should be voted on by the January meeting.
- Section B: The constitution voting action passes by a two-thirds (2/3) of the voting members present.

Section C: The by-law voting action passes by a majority vote of the voting members present.

ARTICLE VIII
Policies and Procedures

Section A: Mandatory Statue Rose City

1. All 4-H horse/horseless families shall provide workers for time slots at Rose City Shows of their choice. The number of slots required to work will be determined by family enrollment. The time slots will be divided equally among all families.
 - a. Information will be available on the Horse Council Web site <http://www.jacksoncounty4horsecouncil.com> early in the year.
 - b. Information and acknowledgement forms will be sent to all families with an explanation of the horse council requirement for members and their family as well as how sign-up will occur.
 - c. Upon signing this form, the family acknowledges responsibility and consequences as set forth in this article. This form will be due May 1 to Co-Superintendents.

Consequences:

A fine of \$100 MUST be paid within 30 days. Failure to pay will result in the 4-H member' exclusion from the 4-H Horse program for one (1) year from December 1 to November 30 of the following year.

Section B: Mandatory Statue Achievement

All 4-H horse/horseless families shall provide workers for time slots at Achievement Number of slots required to work will be determined by family enrollment. The time slots will be divided equally among all families.

Consequences:

A fine of \$100 MUST be paid within 30 days. Failure to pay will result in the 4-H member 'exclusion from the 4-H Horse program for one (1) year from December 1 to November 30 of the following year.

Section C: Mandatory Statue Sponsor Donations

All 4-H horse/horseless members must sell at least \$40 in sponsor donations with a maximum of \$100 for families with 3 or more members for the 4-H Horse Program and Rose City Shows. This is another way we are supporting the 4-H Horse Program.

Consequences:

- 1) You will be required to pay a \$40 fee for failing to sell your sponsor donations. This amount will be due on May 1st.
- 2) Failure to comply with above consequence paying the \$40 fee means the 4-H member will be excluded from any 4-H Sponsored Horse/Horseless program activity for the rest of the current year and

from the 4-H Horse program for one (1) year from December 1 to November 30 of the following year until you pay the \$40 owed for the prior year.

Section D:

Mandatory Statue Fair

All stalls **MUST** be thoroughly cleaned out at the end of Fair. This means all manure and bedding is to be stripped to the dirt. This **MUST** be done by 3 p.m. on Sunday. Individual members will be billed a \$100 fine if the stall is not stripped and there is a possibility you will not be allowed to attend fair in the future.

WEBSITE

<http://www.jacksoncounty4horsecouncil.com>